

PUBLIC NOTICE

Notice is hereby given that the County of Webb is currently accepting Request for Qualifications for the Public Information Officer for the Commissioners Court.

Copies of the Request for Qualifications may be obtained at the Webb County Purchasing Office, 1110 Washington, Ste. 101, Laredo, Texas 78040.

Interested parties must submit one (1) Original Proposal with ten (10) copies must be submitted in sealed envelopes to the Office of the Webb County Clerk. Sealed statements must be marked with proposal number and services on front lower left hand corner of envelope as follows:

Q-2006-01 “Request for Qualifications for the Public Information Officer for the Commissioners Court”

Proposals can be either hand delivered or mailed to the following locations:

**Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78040**

The Original Proposals and Eight (8) copies must be delivered no later than **2:00 P.M., Tuesday, February 14, 2006**, at which time all proposals received will be opened and read to the public. Late proposals will not be considered. For additional information contact the Webb County Purchasing Office at (956) 523-4125.

The County of Webb reserves the right to reject any and all proposals or to select the proposal that is in the best interest of Webb County.

Eloy Ramirez, Jr.
Purchasing Agent

Advertise on the following dates:
Sunday, January 15, 2006
Sunday, January 29, 2006
Purchase Order 06-0136140

WEBB COUNTY

JOB TITLE: Public Information Officer

SUMMARY:

Responsible for communicating to the public for the County Of Webb and to the news media. .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare press releases and public service announcements; Respond to media inquires; Conduct news briefings.
- Produce newsletters, brochures, pamphlets, flyers, etc.
- Write stories on county business, news and events and take photos of all events.
- Coordinate activities on Public Access Channel.
- Provide media exposure for county events and activities.
- Write speeches, and letters.
- Produce County's annual performance report.
- Prepare reports for department heads and staff.
- Provide technical assistance to departments by editing and proof-reading information.
- Formulate weekly community calendar.
- Provide tours of County Courthouse and other facilities.
- Coordinate all press conferences as assigned.
- Perform any other duties assigned by the Commissioners Court

Statements of Qualifications must be submitted to the Webb County Clerk with ten (10) copies in one sealed envelope with RFQ number and description of service on front lower left hand corner of envelope.

Mark Request for Qualifications: Q-2006-01 "Public Information Officer"

Statements must be hand delivered or mailed to the following location:

Honorable Margie Ramirez Ibarra
Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78042

Request for qualifications must be received no later than **2:00 P.M., Tuesday, February 14, 2006**, at which time all RFQ's will be read to disclose the name and number of participants. The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the position. RFQ's not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

A. Statement Requirements:

1. Table of Contents: Must clearly identify material by section and page number.
To include:

Title Page: Name of provider, local address, telephone number, name of contact and date.

Letter of Transmittal: State your understanding of the overall management and operation of all technological attributes including but not limited to, computers, printers, internet development, wireless communications, or connectivity protocols.

Planned Approach: State your goals and objectives as it relates to the the position of the Public Information Officer.

Scope of Services: Describe your qualifications in relation to the preparation, coordination and supervision of the position of Public Information officer and include any special conditions, limitations or circumstances applicable or required.

Conflict Disclosures: List the names of any persons employed by any governmental agency within the County of Webb and identify that degree of relationship by consanguinity or affinity. Prospective providers will be required to execute notarized affidavits denying influence to governing body as promulgated by the Texas Attorney General. The terms of the affidavits will be provided upon request.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Journalism, Mass Communications, Broadcasting, Public Relations, Public Administration, or related field from an accredited college or university..
- Two (2) years of work related experience preferred.

-OR-

- Six (6) years of work related experience (journalism, mass communications, broadcasting, public relations, public administration) may be considered in lieu of educational requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate in English and Spanish clearly and effectively both orally and in writing.
- Strong knowledge of personal computers and word processing to include desktop publishing.
- Knowledge of federal, state, and local laws pertaining to Open Meetings/Open Records and the collection and dissemination of information.
- Fluent in print journalism, script writing, video production, television broadcasting and photography (preferred).
- Creativity and Marketing skills (preferred).
- Performs such other duties as may be assigned.

ACCIDENTAL PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

SALARY: NEGOTIABLE